



**State of Louisiana**  
DIVISION OF ADMINISTRATION

Control No \_\_\_\_\_

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

February 15, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-44

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Quarterly Unpaid Balance Report

Attached are the OSUP Unpaid Balance Reports for the quarter ending December 31, 2000. These reports should be used to report all unpaid balances in vendor codes with balances other than zero. Balances in the 6315 account for vendor codes SAB and MSZ are excluded from this provision. When reporting, balances should be identified by **employee name, the original date of occurrence, and the reason for the unpaid balance.**

The attached Agency Requested and Monthly Consolidated Reports reflect vendor activity through January 31, 2001. The Biweekly Consolidated Report reflects activity through December 31, 2000. The analysis of the unpaid balances should be reported on the agency Quarterly Unpaid Balance Report (Form UPR/F16). The UPR/F16 must be forwarded to this office with a letter of transmittal from the authorized Section/Agency Head by **April 2, 2001**. [Detailed instructions on the reporting of unpaid balances and the consequences of not reporting can be found in Section 3.15 of the OSUP Standard Accounting Procedures Manual (SAPM).]

Beginning in April 2001, all payroll liabilities for all UPS agencies will be processed through one AFS payroll-clearing fund. **Every effort should be made to liquidate the clearing fund balances prior to April 2001.** In order to prepare for this transition, OSUP will be monitoring balances and, rather than waiting until the end of the fiscal year, will write off deficit balances by charging the agency's appropriation once they are six months old. Surplus balances will be written off (moved to INA) near the end of the fiscal year. Agencies must make every effort to liquidate these balances timely to avoid a write off.

Any questions not addressed clearly in the SAPM or in this memorandum, should be directed to a member of the User Services and Production Control Units at (225):

Karen Antoine	342-1651	Cindy McClure	342-1652
Paula Rotolo	342-5357	Ralph Noland	342-7290
Christi Sanchez	342-5345	Rhonda Desselle	342-8928

RSM:DWD/kmb

Attachments